



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: PE266 - Cost Analyst - GS-14

Salary Range: \$94,796 - \$145,629 (not applicable for detailees)

Vacancy Open Period: 6/14/2017 - 6/13/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/CA

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees.



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

Major Duties and Responsibilities (MDRs)

- Serve as a senior analyst responsible for planning and conducting independent cost analyses for major acquisition systems to support Intelligence Community (IC) acquisition, strategy, programming, and funding decisions.
- Apply the principles of operations research, engineering and statistics to create cost estimates and risk analyses of major systems acquisitions, studies, and other IC program.
- Develop multifaceted models and tools to estimate program costs including acquisition, procurement, operation and maintenance phases, time phased spending and budget profiles, program schedule projections, and probability distributions incorporating program risk factors/areas.
- Plan and monitor cost analyses throughout the IC that estimate performance against program execution; plan, develop, and implement processes to track estimating metrics, enhance cost estimating practices, collect data and conduct cost research.
- Plan and develop controls and provide informed technical analyses, budgetary advice, and guidance regarding the development and implementation of resource allocations and plans in order to defend budget activities to senior levels of management.
- Plan, develop, and apply new cost methods and approaches, propose new cost strategies, and develop cost estimating policies using a wide range of analytical and statistical techniques such as linear programming, multiple regression, probability, sensitivity analysis, and learning curves.
- Conduct analysis and provide recommendations by applying extensive knowledge of a broad range of cost analysis strategies to include mathematics, statistical analysis, parametric and non-parametric analysis, computer modeling, decision theory, mathematical programming, regression analysis, and economic analysis.
- Lead, coordinate, and conduct independent cost analysis ensuring technical appropriateness, soundness, and accurate interpretation of results.
- Prepare briefing package of results and present to senior leadership within the Office of the Director of National Intelligence and across the IC.



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- Plan and develop background papers, talking points, resource issue papers, and other analytic products applying extensive subject matter knowledge to support IC senior leadership in making informed acquisition and budgetary decisions.

Mandatory and Educational Requirements

- Demonstrated ability to lead a team of both government and contractors on multiple projects.
- Demonstrated ability to manage time effectively and prioritize taskings for self and for others.
- Demonstrated ability to apply the principles of operations research, engineering and statistics to create cost estimates.
- Demonstrated ability to develop life cycle cost estimates, analysis methods, and analysis tools within the IC and extensive knowledge of the principles, concepts, and practices related to budgetary and financial regulations, policies, and procedures within the IC.
- Demonstrated ability to conduct cross-cutting resource affordability analyses to assess future funding issues.
- Demonstrated ability to conduct research in support of acquisitions, analyze findings, and propose innovative solutions regarding strategy, policy, planning, assessments, and program development.
- Demonstrated oral and written communication skills, and a demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Demonstrated analytic and critical thinking skills, including a demonstrated ability to think strategically, identify needs and requirements, and develop non-linear recommendations for implementation across the IC.

Desired Requirements

- Extensive knowledge of the IC and its components, missions, and interrelationships, including the ability to guide broad-based teams regarding key IC issues.
- Extensive knowledge of ODNI priorities, its role in the IC, and its operational and legal constraints.
- Extensive knowledge and familiarity with Federal Acquisition Regulations principles, concepts, and practices, reform initiatives, and policies and procedures, and superior ability to effectively apply these laws, regulations and procedures to determine contracting methods, types of acquisition instruments, business and negotiation strategies, techniques of cost analysis, and determination of contractor responsibility, methods of monitoring the performance of long term contracts and agreements with multiple partners, and contract and agreement administration.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and aclaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration. To verify receipt of your application package **ONLY**, you may call 703-275-3811.



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What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at

DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**